

# Fiscal Year 2013 Grant Award Agreement

July 1, 2012

«ceo\_first\_name» «ceo\_last\_name»

«orgname»

«mail\_add1»

«mail\_add2»

«city», «state» «zip»

It is a pleasure to inform you that a grant has been awarded to «orgname» by the Arizona Commission on the Arts for the following programming which is to take place between July 1, 2012 and June 30, 2013.

**GRANT #:** «grant\_app\_number»

«cat»

**Maximum Award up to:**

\$«amount\_awarded»\*

## **How to Manage Your Grant Award**

### **STEP 1: DEADLINE: MONDAY, OCTOBER 22, 2012**

#### **Return Grant Award Agreement and State Substitute W-9**

Complete, sign, date and mail together this original Grant Award Agreement and State Substitute W-9. Faxes, scans or emails will NOT be accepted.

#### **Receive "Review Complete" Status for Fiscal Year 2011 data in Cultural Data Project**

FY2013 grant recipients must achieve Review Complete Status in the Cultural Data Project in order to claim their grant award. Check [www.azculturaldata.org](http://www.azculturaldata.org) to determine review status.

#### **NEW GRANTEES: Complete ProcureAZ registration <https://procure.az.gov/bs/>**

The Arizona Department of Administration and the State Procurement Office have put in place a system called ProcureAZ which **DOES NOT replace the W-9 system**, but works in conjunction with it. Please note: this is a one-time required registration to receive any funding from the State.

### **STEP 2: Receive Grant Award Payment**

**Once all items under Step 1 are complete, «cat» grants will be paid between «dates».** Due to the Arts Commission's operating funding being delivered in monthly installments, grantee payments will not be delivered outside of the predetermined FY2013 payment schedule for any reason. **Please plan accordingly.**

\*Maximum award is based on panel review ranking, available Arts Commission funding, organizations' budgets at time of application, and the submission of appropriate financial documentation. The Arts Commission receives its funding from the National Endowment for the Arts and the State of Arizona. This grant is made subject to the availability of those funds. If at any time during the fiscal year the Arizona State Legislature enters into session and reduces the Arts Commission's state funding or if overall funding is reduced for any other reason, this grant may be reduced, canceled, and/or may be paid out in installments.

### **STEP 3: DEADLINE: MONDAY, SEPTEMBER 16, 2013**

**Submit Final Report for Fiscal Year 2013 Grant;** complete Final Report in EGOR. [www.culturegrants-az.org](http://www.culturegrants-az.org)

**All grant related materials must be received by the Arizona Commission on the Arts by close of the business day on the deadline date. Without exception, organizations that submit late materials will forfeit their grant award and/or be ineligible for future funding.**

**Mail to:** Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix Arizona, 85003

**Grant Processing Contact:** Grants and Operations Coordinator, 602.771.6532

**Arizona Cultural Data Project inquires** should be directed to:

Cultural Data Project Help Desk, [help@azculturaldata.org](mailto:help@azculturaldata.org) or 855.772.9237

Arts Commission, Patrick Fanning, Special Projects Coordinator [pfanning@azarts.gov](mailto:pfanning@azarts.gov).

**Signature Required on Reverse Side of this Document ➔**

# Fiscal Year 2013 Grant Award Agreement

By signing this Grant Award Agreement below, «orgname» agrees to the following:

- ☐ **Grantee is solely responsible for meeting all grant-related deadlines.**
- ☐ By **Monday, October 22, 2012:**
  - ☐ **Return Signed Grant Award Agreement and State Substitute W-9 Form;**
  - ☐ **Receive “Review Complete” status for Fiscal Year 2011 data in Cultural Data Project;**
  - ☐ **Complete ProcureAZ registration** (new grantees only).
- ☐ **Comply with all terms and conditions** outlined in the Grant Award Agreement and General Grant Conditions (attached).
- ☐ **Credit (with logos and credit lines)** the funders of the awarded grant in all printed materials and publicity. For more information on how to correctly credit the Arizona Commission on the Arts and National Endowment for the Arts, see the enclosed document, *Grant Credit and Publicity*
- ☐ **Submit Fiscal Year 2013 Final Report by Monday, September 16, 2013.**

Reports should be submitted as early as 30 days after your fiscal year end date but NO LATER than Monday, September 16, 2013. To complete your Final Report, go directly to the EGOR website: <http://www.culturegrants-az.org>. Failure to submit a Final Report by the posted deadline will render your organization ineligible to apply for future Arts Commission grants. **Please note:** If you received a grant in Fiscal Year 2012, your Fiscal Year 2013 grant award payment will not be released until your Fiscal Year 2012 Final Report has been submitted (deadline August 6, 2012).
- ☐ **Update your contact information** directly in EGOR. Notify Arizona Commission on the Arts staff of any changes to your contact information. Timely grant payment depends on complete and current profile in EGOR.
- ☐ **Build public value for the arts in Arizona** by communicating with Arizona State Legislators. Thank them for their continued support of public arts funding and invite them to observe, participate in and attend your organization's project and activities. Sample thank you letters and invitations can be found in “Building Public Value for the Arts in Arizona” (pages 8-9) <http://www.azarts.gov/arts-advocacy/>. To locate your district or the names and addresses of your Legislators, visit: [www.azleg.gov](http://www.azleg.gov) or [www.azcitizensforthearts.org](http://www.azcitizensforthearts.org).
- ☐ **Communicate with Arizona Commission on the Arts’ Governor-appointed Commissioners.** Invite them to observe, participate in and attend your organization's project and activities. A list of Commissioners is available online at [www.azarts.gov](http://www.azarts.gov). For contact information, please call 602.771.6501 or email [info@azarts.gov](mailto:info@azarts.gov).
- ☐ **If you need to request changes to your grant**, or keep us informed on your organization's programs, budget or administration, please contact:  
    «staff\_name», «staff\_phone», «staff\_email»

Mail to: Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix Arizona, 85003

**Please sign to indicate that you have read, understood and agree to comply with the Grant Award Agreement and General Grant Conditions.**

Authorizing Official Printed Name & Title

Authorizing Official Signature

Date

Taxpayer Identification Number (FEIN) or Social Security Number on file

Arts Commission Use Only

FY12 Final Report \_\_\_\_\_ W9 \_\_\_\_\_ ProcureAZ \_\_\_\_\_ CDP Review Complete \_\_\_\_\_

Project Director: «p\_firstname» «p\_lastname», «p\_phone», «p\_email»

Username: «username» Password: «passwd» Title: «project\_title»